

Clerical and Office Group
Typist, Stenographic and Secretarial Branch
Clerk Typist Series

CLERK TYPIST II

09/91

Summary

Under general supervision, performs moderately difficult and varied clerical work of a responsible nature requiring typing skills; and performs related work as required.

Typical Duties

Types of letters, forms, reports, articles, and other materials from copy or rough draft; cuts stencils; sorts, cross-indexes and files correspondence, records, checks, vouchers, and other materials numerically, alphabetically, or by other predetermined classification; acts as receptionist; receives and dispenses information by telephone, letter or by direct contact with the public; explains departmental policies; performs a variety of less complex posting operations on accounting records; handles cash in the transaction of sales and rent; issues and collects for a variety of permits and licenses; prepares, processes and maintains various records, reports and files, such as personnel records, cost accounting, employment applications and others.

Minimum Qualifications

Training and Experience: Graduation from high school, including or supplemented by training in commercial subjects and typing and two years experience in performing typing and general clerical work; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Some knowledge of modern office procedures and practices; some knowledge of business English, spelling and commercial arithmetic; some knowledge of the policies and procedures and work of the department to which assigned.

Ability to maintain clerical records and to prepare reports from such records; ability to understand and follow quickly and accurately brief oral and written instructions; ability to maintain effective working relationships with other employees and the general public.

Skill in operating a typewriter, in making arithmetic computations, in filing, and in operating common office appliances.

Director of Personnel

Department Head